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**SUBJECT: Placement of Personnel Excess to the Needs of Operating Components; The Release of Personnel Excess to Agency Needs**

1. Operating officials will declare available for placement those persons occupying positions which have been or are to be eliminated from their Tables of Organization. Such personnel will enjoy the same standing for retention in the Agency as personnel assigned to T/O positions.

2. The Director of Personnel, in cooperation with the Deputy Directors and the heads of the career services concerned, will effect placement of such persons into open positions; or, failing this, will review the qualifications and employment status of all personnel with whom each individual could reasonably compete. With the advice of the Special Placement Committee, he will make such placements as may thus be called for; and, as a result of this process, he will identify by name personnel in excess to Agency needs.

3. The identification of such personnel will take place only as a result of a competitive review of all persons of similar grade, length of service, and qualifications.

4. The Director of Personnel will inform individuals so identified of their impending release and will review with them the procedures followed in reaching this decision. He will upon application of the individual arrange for an appeal of this decision in accordance with Agency regulations.

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